

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)

TCEQ: [www.tceq.texas.gov](http://www.tceq.texas.gov)



[www.takecareoftexas.org](http://www.takecareoftexas.org)

**State Title: Administrative Assistant II**

**Functional Title:**

**Job Posting: 17134**

Monthly Salary: \$2194.33

Salary Group: A11

Posting Date: 08/11/2017

Close Date: 08/25/2017

Section/Division: Region 3 - Abilene Section/North Central & West TX Area Division

Work Location: 1977 Industrial Blvd, Abilene, TX 79602-7833

Openings: One

Position #(s): 3841

### **Job Description:**

Provides administrative support for the Abilene Regional Office of the Texas Commission on Environmental Quality (TCEQ). Prepares and distributes information of public interest regarding agency programs and services; responds to routine inquiries and addresses basic questions; answers and screens telephone calls, takes messages, and refers calls to appropriate staff. Distributes incoming mail. Prepares incoming and outgoing mail and other routine or special correspondence/shipments including reports, and/or documents, samples, and field equipment. Makes copies of documents and/or reports for the region before mailing. Maintains databases, files, and records to track information and to prepare queries and/or reports including Public Information Requests (PIR). Provides support with fleet and maintenance activities/operations to include updating the Texas Fleet System database and the region's maintenance spreadsheet. Assists walk-in customers and maintains literature and brochures in the public reading/access area. Maintains conference room calendar's and accepts/declines video teleconference (VTC) appointments.

### **Military Occupational Specialty (MOS) Codes:**

SN, YN, 641X-LDO, 360, 0111, and 3A1X1

### **Minimum Qualifications:**

Graduation from a standard senior high school or its equivalent plus one year of full-time experience providing administrative and/or clerical support in an office setting. Fifteen semester hours from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may be substituted for each six months of the required experience.

### **Preferred Requirements:**

Experience using word processing, spreadsheet, and/or database software.  
Experience maintaining databases and/or filing systems.

Experience dealing with the public.

Experience with purchasing, budgeting or bookkeeping.

**Special Requirements:**

Moving up to 10 pounds of office supplies, computer printouts, etc.

Traveling up to 5% of the time.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

**To Apply:**

Email a State of Texas application to [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov); or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer